

HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT #

09-663A

OPEN PERIOD:

12/23/2009 – 1/6/2010

JOB TITLE:Materials Handler
Supervisor**PAY GRADE AND SERIES:**

WS-6907-06

PAY RANGE:

\$26.01 - \$30.34

POSITION LOCATION:

Port Hueneme, CA.

UNIT:146th**APPOINTMENT TYPE: PERMANENT - DUAL STATUS****AREA OF CONSIDERATION:** CURRENT CALIFORNIA NATIONAL
GUARD MEMBERS/TECHNICIAN

Military grade of E-6 through E-7.

PDCN #: 80370000**Security Clearance Required:**

Secret

Compatible Military Grade Assignment: AFSC 2SXXX.**Key Requirements:****THIS IS A PERMANENT POSITION**

This position is located in the Air National Guard Base Supply, Material Storage and Distribution Flight. The primary purpose of this position is to direct all warehouse operations under the responsibility of the Chief of Supply. Determines skills, materials and equipment required to do the work. Participates in the initial planning of current and future work schedules and development of budget requests. Provides workload data, estimates, and information on staffing needs and recommendations as the scheduling of projected work. Implements regulatory safety requirements and ensures that subordinates wear appropriate safety equipment and follow pertinent safety precautions. Prepares for and participates in various types of readiness evaluations, inspections, mobilization and command support exercises. May be required to perform such additional duties as structural fire fighting, aircraft fire/crash/rescue duty, security guard, snow removal, munitions loading and handling, heavy equipment operation maintenance of facilities and equipment or to serve as a team member to cope with natural disasters or civil emergencies.

Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification IS NOT authorized.

PAYMENT OF PERMANENT CHANGE OF STATION (PCS): Payment of Permanent Change of Station (PCS) IS NOT authorized, based on a determination that PCS move is not in the Government interest

SUBJECT to NIGHT and/or ROTATING SHIFTS.

Position Requires Travel: Some, 1 to 5 days per month.

QUALIFICATIONS and EVALUATION:

General: Experience, education, or training which demonstrates the applicant's ability to plan and organize work, provide technical assistance to subordinates and prepare work records and reports.

Materials Handler Supervisor WS-6907-06: Must have 36 months of specialized experience which demonstrates the ability to plan and organize work assignments for a warehouse function; experience which required the applicant to review work requirements and establish priorities to meet deadlines; experience that provided a knowledge of the various lines of work performed by the repair function and associated support organizations; experience which demonstrates the ability to deal effectively with other people and gain their cooperation in achieving common goals; experience which demonstrates the ability to supervise through subordinate supervisors, or the potential to perform such duties as evidenced by the ability to communicate, skill at applying human relations techniques, a knowledge of general supervisory concepts, and a knowledge of warehouse processes; experience in adapting existing equipment and techniques to new situations.

KNOWLEDGES, SKILLS, AND ABILITIES: The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

1. Ability to plan and organize the work of the assigned warehouse organization.
2. Ability to meet deadlines.
3. Knowledge of warehouse functions.
4. Ability to work with others.
5. Ability to oversee and train subordinate supervisors, to deal objectively with workers and render sound supervisory decisions.
6. Ability to devise new methods.

CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

CONDITIONS OF EMPLOYMENT:

- Must qualify for appropriate level of security clearance required for the position.
- Must maintain a compatible military unit, grade, and job assignment within the CA National Guard and wear appropriate military required grooming standards.

HOW TO APPLY:

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment **OR** a current resume.
2. Attach any required documents (see Required Documents below).
3. Submit application package to the California National Guard – HRO Office via email at NGCAHRJOBSTECH@CA.NGB.ARMY.MIL
4. Please title your emails to fit the format of (Last Name, First Name - Announcement Number); (i.e., Smith, Joe – 09-001)

IF YOU DO NOT RECEIVE A CONFIRMATION EMAIL WITHIN 2 BUSINESS DAYS, PLEASE CONTACT THE HRO STAFFING TEAM AT (916) 854-3350

REQUIRED DOCUMENTS (Application Packet):

- OF 612, Optional Application for Federal Employment **OR** current resume (mandatory)

OPTIONAL DOCUMENT (Application Packet):

- SF 181, Ethnicity and Race Identification Form

APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE

www.calguard.ca.gov/cahr and at www.opm.gov/forms/ .

APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

The Human Resources Office will not accept applications via fax or mail without prior consideration from HRO Staffing. Resumes and Applications (OF 612) must include a valid return email address.

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of consideration. The rating you receive is based on your application and supporting documents that you provide. Please follow all instructions carefully. **Applications or resumes without a current return email will not be considered.** Errors or insufficient information may affect your rating.

ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific Time) BY THE CLOSING DATE INDICATED ABOVE.

VETERANS PREFERENCE DOES NOT APPLY.

All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER